

YE - A-8 – ACCRUE EXPENDITURES (ACTIVE POs)

Source Document: Goods and Services Invoices

Module: General Ledger (GL)

Roles: GL Journal Processor
GL Journal Approver

Purpose: At year-end, the A-8 entry accrues actual and estimated expenditures as Accounts Payable or various Due To accounts for goods and services received as of June 30, but not vouchered for payment by June 30. The A-8 entry should be entered in the GL module in period 998 and reversed in the new year.

Separate all invoices with active POs that need to be accrued at year-end. POs record an encumbrance in commitment control. Due to the encumbrances, the GL Processor will enter two accrual entries in Period 998 for the:

1. Invoice accrual
2. Encumbrance reduction

Both accrual entries will be manually reversed by the GL Processor in Period 1 of the new fiscal year.

The A-8 entry will **debit** an expenditure account and **credit** a current liability account. The encumbrance reduction will **only credit** the expenditure account. Two (2) journal entries will look like this:

1. A-8 Entry for Goods and Services Invoice*

Debit 5xxxxxx Expenses

Credit 2000100 Accrued Accounts Payable

2. Encumbrance Reduction Entry **

Credit 5xxxxxx Expenses

Both expenditure accrual and encumbrance reduction journals will reverse in the new fiscal year.

Note:

* The A-8 entry for goods and services invoices with POs should have a credit account of 2000100, regardless of supplier type. This will ensure that the correct accounts are reflected in the Budgetary Legal Ledger.

** Encumbrance reduction entry must pass budget check and decrease encumbrance in the commitment control. This entry must use the same chart field lines as the A-8 entry. The encumbrance reduction entry will not offset the A-8 account 5xxxxxx chart field lines because this journal does not post to GL module. Therefore, encumbrance reduction Journal Status and Budget Status must stay as Valid "V" and Valid "V" and not post in GL module.

The GL Processor will enter the A-8 entry in the GL Module.

To enter the **A-8 journal entry**, the steps for the GL Processor are:

- 1** – Navigate to General Ledger > Journals > Journal Entry > **Create/Update Journal Entries**
- 2** – Enter your **Business Unit**
- 3** – The **date** should be **6/30/20XX**
- 4** – Click **Add**

1

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

FISCal

Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit **2**

Journal ID NEXT

Journal Date **3**

4

The GL Processor will create the **journal header**. The steps are:

- 1** – Enter a **Long Description** for the A-8 entry
- 2** – Change the adjusting entry to **Adjusting Entry**
- 3** – Enter the source: **ACC**
- 4** – Change the period to **998**

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Business Unit 8860 Department of Finance Journal ID NEXT Journal Date 06/30/20XX

Journal Description/Legal Authority and Reason for Request **FY 20XX A8 Accounts Payable Accrual** **1**
 219 characters remaining

*Ledger Group MODACCRL **Adjusting Entry** **2**
 Ledger
 SCO Type of Transaction
 *Source **ACC** **3**
 Reference Number/SCO TC
 Journal Class
 PS TC GL
 SJE Type
 Currency Defaults: USD / CRRNT / 1
 Attachments (0)
 Reversal: Do Not Generate Reversal Commitment Control

Fiscal Year 20XX
 Period **998** **4**
 ADB Date 06/30/20XX

☐ Auto Generate Lines
☐ Save Journal Incomplete Status
☐ Autobalance on 0 Amount Line
☐ CTA

The GL Processor will enter the **journal lines**:

- 1** – Click on the **Lines** tab
- 2** – Enter **Debit** line: Approp Ref, Fund, ENY, Account, Program, Rptg Structure, Amount
- 3** – Click on **+** to insert a line
- 4** – Enter additional DR lines as necessary
- 5** – Insert a line and enter Credit line to record the current liability account

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header **1** **Lines** Totals Errors Approval

Unit 8860 Journal ID NEXT Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs
 Inter/IntraUnit *Process Edit Journal Process Line 3

▼ **Lines** Personalize | Find | [Icon] [Icon]

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/> 2	1	8860	MODACCRL	001	0001	20XX	5150700	000000	6770010	88604000	2,900.00	06/30/20XX
<input type="checkbox"/> 4	2	8860	MODACCRL	001	0001	20XX	5340330	000000	6770010	88604000	470.00	06/30/20XX
<input type="checkbox"/> 5	3	8860	MODACCRL	001	0001	20XX	2000100	000000	6770010	88604000	-3,370.00	06/30/20XX

Lines to add 1 **3** [Icon] [Icon] [Icon]

▼ **Totals** Personalize | Find | View All | [Icon] [Icon] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	3,370.00	3,370.00	N	N

The GL Processor will run the **Edit Journal** process:

- 1** – Select **Edit Journal**
- 2** – Click **Process**
- 3** – Check that the Journal Status and Budget Status show “V” for Valid once the Edit process is completed.
- 4** – Notice how the debit and credit amounts equal each other for the invoice accrual entry.
- 5** – The system will assign a Journal ID. Write down the Journal ID on your invoice for reference.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Unit 8860 Journal ID 0000500655 **5** Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal **1** Process **2** Line 3

▼ Lines Personalize | Find | [Icon] | [Icon]

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	5150700	000000	6770010	88604000	2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	5340330	000000	6770010	88604000	470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	2000100	000000	6770010	88604000	-3,370.00	06/30/20XX

Lines to add 1 [+] [-] [Icon]

▼ Totals Personalize | Find | View All | [Icon] | [Icon] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	3,370.00 4	3,370.00	V 3	V 3

The GL Processor will submit the **Journal for approval**:

1 – Select **Submit Journal**

2 – Click **Process**. The journal will workflow to the GL journal approver, and your journal will show as Pending. Once approved and the journal has gone through the batch process (adhoc or overnight), the Journal Status will show as “P” for Posted.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit 8860 Journal ID 0000500655 Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process

1 Submit Journal

2 Process

Select	Line	*Unit	*Ledger	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	000000	6770010	88604000	2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	000000	6770010	88604000	470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	000000	6770010	88604000	-3,370.00	06/30/20XX

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	3,370.00	3,370.00	V	V

The GL Processor will create a secondary journal entry to record the encumbrance reduction. The steps are:

- 1 – Navigate to General Ledger > Journals > Journal Entry > **Create/Update Journal Entries**
- 2 – Enter your **Business Unit**
- 3 – The date should be **6/30/20XX**
- 4 – Click **Add**

1

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

FISCal

Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit 8860 2

Journal ID NEXT

Journal Date 06/30/20XX 3

Add 4

The GL Processor will create the Journal Header:

- 1 – Enter a **Long Description** for the encumbrance reduction
- 2 – Change the adjusting entry to **Adjusting Entry**
- 3 – Enter the source: **ACC**
- 4 – Change the period to **998**
- 5 – Click the Commitment Control Link, and select **Encumbrance**
- 6 – Click **OK**

The screenshot shows the 'Create/Update Journal Entries' form with the following fields and callouts:

- 1**: Journal Description/Legal Authority and Reason for Request: FY20XX Encumbrance Reduction from A8 Entry AP Accrual Related to PO
- 2**: Adjusting Entry: Adjusting Entry
- 3**: *Source: ACC
- 4**: Period: 998
- 5**: Commitment Control link (highlighted in a red box) and the Commitment Control dialog box showing 'Encumbrance' selected under 'Commitment Control Amount Type'.
- 6**: OK button in the Commitment Control dialog box.

Other visible fields include: Business Unit 8860 Department of Finance, Journal ID NEXT, Journal Date 06/30/20XX, *Ledger Group MODACCRL, Ledger, SCO Type of Transaction, Reference Number/SCO TC, Journal Class, PS TC GL, SJE Type, Currency Defaults: USD / CRRNT / 1, Attachments (0), and Reversal: Do Not Generate Reversal.

The GL Processor will enter the **journal lines** for the encumbrance reduction:

- 1 – Click on the **Lines** tab.
- 2 – Enter **Credit** line: Approp Ref, Fund, ENY, Account, Program, Rptg Structure, Amount
- 3 – Click on **+** to inset a line
- 4 – Enter additional CR lines as necessary

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Head **1** **Lines** Totals Errors Approval

Unit 8860 Journal NEXT Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal Process Line 2

▼ Lines Personalize Find

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/> 2	1	8860	MODACCRL	001	0001	20XX	5150700	000000	6770010	88604000	-2,900.00	06/30/20XX
<input type="checkbox"/> 4	2	8860	MODACCRL	001	0001	20XX	5340330	000000	6770010	88604000	-470.00	06/30/20XX

Lines to add 1 **+** -

▼ Totals Personalize Find View All First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	0.00	3,370.00	N	N

The GL Processor will run the **Edit Journal** process:

- 1** – Select **Edit Journal**
- 2** – Click **Process**
- 3** – Check that the Journal Status and Budget Status show “V” for Valid once the Edit process is completed.
- 4** – Notice how there is no debit amount for the encumbrance reduction entry.
- 5** – The system will assign a Journal ID. Write down the Journal ID on your invoice for reference of the encumbrance reduction.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 8860 Journal ID: 0000500676 **5** Date: 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process: Edit Journal **1** Process **2** Line: 2

▼ Lines Personalize | Find | [Icons]

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	5150700	000000	6770010	88604000	-2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	5340330	000000	6770010	88604000	-470.00	06/30/20XX

Lines to add: 1 [Icons]

▼ Totals Personalize | Find | View All | [Icons] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	0.00 4	3,370.00	V 3	V

The GL Processor will submit the **Journal for approval**:

1 – Select **Submit Journal**

2 – Click **Process**. The journal will workflow to the GL journal approver, and your journal will show as Valid. After the journal is approved, do not “post” this journal. The encumbrance reduction Journal Status and Budget Status should stay as Valid “V” and Valid “V”.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit 8860 Journal ID 0000500676 Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process

Process **2** Line 2

Lines

Select	Line	*Unit	*Ledger	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	000000	6770010	88604000	-2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	000000	6770010	88604000	-470.00	06/30/20XX

Lines to add 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	0.00	3,370.00	V	V

Submit Journal **1**

Reversing Entries in the New Year

After the A-8 entry is approved and posted in Period 998, the **GL Journal Processor** will copy the journal to create the manual reversal entries in Period 1.

Accrual journal entries must be manually reversed in Period 1 of the new fiscal year.

Note:

- **DO NOT** use the “automated reversal” option. This method will create budget check errors in the new year.
- Year-End accrual entries in Period 998 and the reversal entries Period 1 should net to zero.

To create the A-8 reversal entry in Period 1 of the next fiscal year, the steps are:

- 1 – Navigate to General Ledger > Journals > Journal Entry > Create/Update Journal Entries, and click on the **Find an Existing Value** tab
- 2 – Input the journal ID to retrieve the A-8 entry
- 3 – Click **Search**. The A-8 entry should appear.
- 4 – Click on the **Journal ID**

1 Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = 8860

Journal ID begins with 0000500655 2

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Message Code begins with

Entered By begins with

Attachment Exist =

☐ Case Sensitive

3 Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Message Code	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description
8860	0000500655	06/30/20XX	0	(blank)	8860	Posted	Valid	MODACCRL	ACC	(blank)	USD	3	3370	0	FY20XX A8 Accounts

4

To reverse the A-8 entry in Period 1 of the new fiscal year, the GL Processor should:

- 1** – Go to the **Lines** tab
- 2** – In the Process field, select **Copy Journal**
- 3** – Click **Process**

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header **1** **Lines** Totals Errors Approval

Unit 8860 Journal ID 0000500655 Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **2** **Copy Journal** **Process** **3** Line 3

Select	Line	*Unit	*Ledger	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	000000	6770010	88604000	2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	000000	6770010	88604000	470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	000000	6770010	88604000	-3,370.00	06/30/20XX

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	3,370.00	3,370.00	P	V

Edit the Journal Entry copy:

- 1** – Change the date to **07/01/20XX** for Period 1 of the new fiscal year.
- 2** – Check the **Reverse Signs** box
- 3** – Click **OK**

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entry Copy

Business Unit 8860 Copy From ID 0000500655 Copy From Date 06/30/20XX

Journal ID NEXT Ledger **2** ☒ Reverse Signs

Journal Date **07/01/20XX** **1** New Ledger ☐ Recalculate Budget Date

ADB Date Document Type ☐ Save Journal Incomplete Status

Currency Effective Date

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

3

The GL Processor should updated the Header page:

- 1 – Change the **Long Description** to reference the A-8 entry
- 2 – Change the adjusting entry to **Non-Adjusting Entry**
- 3 – The fiscal year should be the new fiscal year
- 4 – Source should remain ACC. Transactions entered as ACC in 998 are reversed as ACC. If not, this may cause reconciliation issues and require extra posting.
- 5 – Period should be 1

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Business Unit 8860 Department of Finance **Journal ID** 0000500656 **Journal Date** 07/01/20XX

Journal Description/Legal Authority and Reason for Request Reverse JRNL 0000500655 (FY20XX A8 Accounts Payable Accrual) 1

219 characters remaining

***Ledger Group** MODACCRL 🔍 **Adjusting Entry** Non-Adjusting Entry 2

Ledger 🔍 **Fiscal Year** 20XX 3

SCO Type of Transaction 🔍 **Period** 1 5

***Source** ACC 4 **ADB Date** 07/01/20XX

Reference Number/SCO TC

Journal Class 🔍

PS TC GL 🔍

SJE Type ▼

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal Commitment Control

☐ Auto Generate Lines
☐ Save Journal Incomplete Status
☐ Autobalance on 0 Amount Line
☐ CTA

The GL Processor will run the **Edit Journal** process:

- 1** – Go to the **Lines** tab. Notice that the lines are opposite signs of the A-8 entry. The ENY and Budget Date should not be changed, and should match the A-8 entry.
- 2** – Select **Edit Journal**, and click **Process**.
- 3** – The Journal Status and Budget Status should show V for Valid after the Edit process is complete.
- 4** – Notice how the debits and credits equal each other for the reversal of the invoice accrual entry. The reversal entry will create negative debits and credits.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header **Lines** Totals Errors Approval

Unit 8860 Journal ID 0000500656 Date 07/01/20XX Errors Only
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **Edit Journal** **2** Process **2** Line 3

▼ **Lines** Personalize | Find | [?] | [X]

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	5150700	000000	6770010	88604000	-2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	5340330	000000	6770010	88604000	-470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	2000100	000000	6770010	88604000	3,370.00	06/30/20XX

Lines to add 1 + - [X]

▼ **Totals** Personalize | Find | View All | [?] | [X] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	-3,370.00	-3,370.00	V	V

The GL Processor will submit the **Journal for approval**:

1 – Select **Submit Journal**

2 – Click **Process**. The journal will workflow to the GL journal approver, and your journal will show as Pending. Once approved and the journal has gone through the batch process (adhoc or overnight), the Journal Status will show as P for Posted.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit 8860 Journal ID 0000500656 Date 07/01/20XX Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process

Process **2**

Line 3

Lines

Select	Line	*Unit	*Ledger	A/R	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	0	000000	6770010	88604000	-2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	0	000000	6770010	88604000	-470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	0	000000	6770010	88604000	3,370.00	06/30/20XX

Submit Journal

Lines to add 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	-3,370.00	-3,370.00	V	V

The GL Processor should reverse the encumbrance reduction entry in Period 1 of the new fiscal year. The steps are:

- 1 – Navigate to General Ledger > Journals > Journal Entry > Create/Update Journal Entries, and click on the **Find an Existing Value** tab
- 2 – Input the journal ID to retrieve the encumbrance reduction entry.
- 3 – Click **Search**. The encumbrance reduction entry should appear.
- 4 – Click on the **Journal ID**

1 Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit = 8860

Journal ID begins with 0000500676 2

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Message Code begins with

Entered By begins with

Attachment Exist =

☐ Case Sensitive

3 Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Message Code	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description
8860	0000500676 4	6/30/20XX0		(blank)	8860	Posted	Valid	MODACCRL	ACC	(blank)	USD	2	0	0	FY20XX Encumbrance Red

To reverse the encumbrance reduction entry, the GL Processor should:

- 1** – Go to the **Lines** tab
- 2** – In the Process field, select **Copy Journal**
- 3** – Click **Process**

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header **1** **Lines** Totals Errors Approval

Unit 8860 Journal ID 0000500676 Date 06/30/20XX ☐ Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **2** **Process** **3** Line 2

Lines

Select	Line	*Unit	*Ledger	A/R	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	0	000000	6770010	88604000	-2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	0	000000	6770010	88604000	-470.00	06/30/20XX

Lines to add 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	0.00	3,370.00	V	V

Edit the Journal Entry copy:

- 1** – Change the date to **07/01/20XX** for Period 1 of the new fiscal year.
- 2** – Check the **Reverse Signs** box
- 3** – Click **OK**

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entry Copy

Business Unit 8860 Copy From ID 0000500676 Copy From Date 06/30/20XX

Journal ID NEXT Ledger **2** ☒ Reverse Signs

Journal Date **07/01/20XX** **1** New Ledger ☐ Recalculate Budget Date

ADB Date Document Type ☐ Save Journal Incomplete Status

Currency Effective Date

Reversal Date

☒ Do Not Generate Reversal
☐ Beginning of Next Period
☐ End of Next Period
☐ Next Day
☐ Adjustment Period
☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal
☐ On Date Specified By User

ADB Reversal Date

3

The GL Processor should update the Header page:

- 1 – Change the **Long Description** to reference the encumbrance reduction entry
- 2 – Change the Adjusting Entry to **Non-Adjusting Entry**
- 3 – The fiscal year should be the new fiscal year
- 4 – Source should remain ACC. Transactions entered as ACC in 998 are reversed as ACC.
- 5 – Period should be 1
- 6 – Verify that Commitment Control shows as Encumbrance and click “OK”.

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Business Unit 8860 Department of Finance **Journal ID** 0000500680 **Journal Date** 07/01/20XX

Journal Description/Legal Authority and Reason for Request Reverse JRNL 0000500676 (FY20XX Encumbrance Reduction from A-8 Entry Related to PO) 1

***Ledger Group** MODACCRL **Adjusting Entry** Non-Adjusting Entry 2

Ledger **Fiscal Year** 20XX 3

SCO Type of Transaction **Period** 1 5

***Source** ACC 4 **ADB Date** 07/01/20XX

Reference Number/SCO TC ☐ Auto Generate Lines

Journal Class ☐ Save Journal Incomplete Status

PS TC GL ☐ Autobalance on 0 Amount Line

SJE Type ☐ CTA

Currency Defaults: USD / CRRNT / 1
 Attachments (0)
 Reversal: Do Not Generate Reversal

Commitment Control 6

Commitment Control

Commitment Control Amount Type

☐ Actuals and Recognized
☒ Encumbrance 6
☐ Pre-Encumbrance
☐ Collected Revenue
☐ Actuals, Recognize and Collect
☐ Planned

☐ Bypass Budget Checking
☐ Override

Override User ID
 Override Date

OK Cancel Refresh

The GL Processor will run the **Edit Journal** process:

- 1** – Go to the **Lines** tab. Notice that the lines are opposite signs of the encumbrance reduction. The ENY and Budget Date should not be changed, and should match the encumbrance reduction entry.
- 2** – Select **Edit Journal**, and click **Process**.
- 3** – Verify that Journal Status and Budget Status shows “V” for Valid once the Edit process is complete.
- 4** – Notice how there is no debit amount for the reversal of the encumbrance reduction entry. The reversal entry will show a negative credit amount.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header **1** **Lines** Totals Errors Approval

Unit 8860 Journal ID 0000500680 Date 07/01/20XX Errors Only
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **Edit Journal** **2** **Process** **2** Line 10

Lines Personalize | Find | [Icons]

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	5150700	000000	6770010	88604000	2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	5340330	000000	6770010	88604000	470.00	06/30/20XX

Lines to add 1 [Icons]

Totals Personalize | Find | View All | [Icons] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	4 0.00	-3,370.00	V	V 3

The GL Processor will submit the **Journal** for **approval**. The steps are:

- 1** – Select **Submit Journal**
- 2** – Click **Process**. The journal will workflow to the GL journal approver, and your journal will show as Pending. Once approved and the journal has gone through the batch process (adhoc or overnight), the Journal Status will show as “P” for Posted.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit 8860 Journal ID 0000500680 Date 07/01/20XX ☐ Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **1**

Process **2** Line 10

Lines

Select	Line	*Unit	*Ledger	AR	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	0	000000	6770010	88604000	2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	0	000000	6770010	88604000	470.00	06/30/20XX

Lines to add 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	0.00	- 3,370.00	V	V

Tips:

- Voucher and submit actual expenditures to SCO by cutoff dates if possible. This reduces the amount of A-8 entries for year-end.
- Do **not separate** goods and services invoices with active POs into supplier classification groups. The current liability account used for these invoices should be 2000100 (Accrued Accounts Payable). This ensures that MODACCRL and Budgetary Legal Ledger reflect consistent information.
- Record **accrual** entries in **Period 998**, source of **ACC**, and entry of **Adjusting Entry**.
- Record **reversal** entries in **Period 1** of the new fiscal year, source of **ACC**, and entry of **Non-Adjusting Entry**.
- For **encumbrance** entries (both accrual and reversal), commitment control should be **Encumbrance**.